

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Nurse Supervisor II		
<b>TITLE CODE:</b> 2129	<b>SERIES:</b> Nursing Series	
<b>SELECTION METHOD:</b> 100% qualifying		<b>SALARY: (MIN-MID) \$20.79-\$26.61</b> <b>GRADE: 23</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Nurse Administrator, Director of Nursing or designee		
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT		

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under limited supervision of Nurse Administrator, Director of Nursing or designee performs multiple supervisory tasks, including direct supervision and completion of performance evaluations for assigned staff. Has gained supervisory experience and performs with a high level of competency based upon increased level of experience and judgment. May coordinate specific program areas, such as Home Health, HANDS or School Health and may provide direct client care as needed and time permits.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** See Special Requirements

**EXPERIENCE:** Three (3) years of Registered Nurse (RN) experience of which one (1) year includes supervisory experience.

**SUBSTITUTION CLAUSE:**

**EDUCATION:** N/A

**EXPERIENCE:** BSN may substitute for one (1) year required experience. Master's Degree in Nursing, Nursing Administration, Nursing Education or Public Health may substitute for the two (2) years experience.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.)

Must have RN license in Kentucky or compact state.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

Must have RN license in Kentucky or compact state. Must complete required annual updates.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Makes observations of the delivery and quality of client care and leads quality improvement activities; reviews schedules for assigned clinics; prepares work schedules and makes daily nursing assignments including any follow-up activities; coordinates client flow as needed; may provide for day to day clinic management; oversees the development of nursing care plans; provides appropriate feedback to assigned staff including providing immediate, intermediate and formal summary performance evaluations; participates in monthly staff meetings; models effective clinical decision making skills; delegates authority, as appropriate, to subordinate supervisors and provides appropriate mentorship; provides for orientation and training of new nursing staff; works with educational institutions in planning for appropriate clinical experience for students.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the clinic or community setting.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/07

**DATE OF LAST REVISION:** 09/18/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.